

Medical Assistant (C)

Certificate · Program Code: 180 · Credit Hours: 34-36 · Contact Hours: 45-47

Dean: René Bieganowski

Medical Assistant training provides diverse employment opportunities. Students in this program can develop skills necessary for entry-level employment in the healthcare field. Special emphasis is placed on increasing skills needed to work in physicians' offices and health clinics. Students must complete a minimum of 34 credit hours to earn a certificate in Medical Assisting. This program also has a Work-Based Learning component.

Since this program is very rigorous and demanding, students should consider carefully their outside work schedule given the requirements of the program, and especially in [AH 285](#) (Work Based Learning Medical Assistant) where students will be placed for 10 hours each week of a normal semester in a clinical setting (20 hours each week in a shortened summer semester) and complete one hour of exam review each week (two hours each week in a shortened summer semester). Students should also realize that they may be expected to travel as much as 40-80 miles one way for work-based learning placements at regional offices or clinics so as not to overload a single clinical site. Every effort will be made to assign students to clinical and externship sites fairly.

Upon successful completion of the program and graduation from North Central Michigan College, students are eligible to take the Registered Medical Assistant certification examination offered by American Medical Technologies.

This is a selective admission program. Students must apply for entry into the program each time they wish to be considered (i.e. applications will not be kept on file from one application period to the next). To be considered for final acceptance, students must be enrolled at North Central, have completed required courses ([AH 130](#) or [BIO 133](#), [OAS 116](#)) and have completed an Allied Health Program application. Applications must be submitted to the Associate Dean of Nursing, Allied Health and Science by March 1 for fall enrollment and October 1 for winter enrollment.

Criteria for admission include a completed Allied Health Program application, completion of courses required before admission ([AH 130](#) or [BIO 133](#), [OAS 116](#)), with a minimum of a C+, successful completion of other courses in the MA program shared with other programs (such as [B 104](#) or [MATH 112](#), [OAS 141](#), [OAS 220](#), [OAS 221](#)) and relevant work experience. Acceptance is not guaranteed. Students may not enroll in [AH 107](#), [AH 108](#) and [AH 285](#) until they have been accepted into the MA program. North Central will order a criminal background check on all students accepted into the program. Students may be denied admission based on the results of the background check.

Additional information:

Students are strongly encouraged to complete [B 104](#) or [MATH 112](#) (or higher) prior to applying to the program, since [B 104](#) or [MATH 112](#) (or higher) is a prerequisite for [AH 180](#).

All Allied Health core classes in the Medical Assistant program ([AH 130](#) or [BIO 133](#), [OAS 116](#), [AH 107](#), [AH 108](#), [AH 180](#) and [AH 285](#)) must be completed with a minimum of a C+.

[AH 107](#) and [AH 108](#) and [AH 180](#) and [OAS 190](#) and [OAS 220](#) and [OAS 221](#) must be completed before enrollment into Work-Based Learning [AH 285](#).

Students must show proof of current CPR certification (American Heart Association: BLS for Healthcare Providers or American Red Cross: CPR for the Professional Rescuer) prior to the start of [AH 285](#). North Central's [EMS 101](#), CPR and First Aid, satisfies this requirement.

Students must have basic computer skills, ability to type at 30 wpm and use a computer mouse, access the internet and have knowledge of word processing programs.

The US Department of Education requires colleges to disclose specific information about certain certificate programs. The information falls under the umbrella term "Gainful Employment" and includes, but is not limited to, graduation rates of students enrolled in the program and the median debt of students who have completed the program. Click here to view "Gainful Employment" information for this program. http://www.ncmich.edu/registrar/GE2/Medical_Assistant/51.0710-Gedt.html

Program Requirements: 33-35 Credit Hours

- [AH 130 - Body Systems And Diseases \(3 credit hours\)](#) * or
- [BIO 133 - Human Biology With Lab \(4 credit hours\)](#) *

- [AH 107 - Medical Office Procedures \(3 credit hours\)](#)
- [AH 108 - Medical Office Procedures II \(3 credit hours\)](#)
- [AH 180 - Pharmacology For Allied Health \(3 credit hours\)](#)
- [AH 285 - Work Based Learning-Medical Assistant I \(4 credit hours\)](#) **

- [B 104 - Business Math \(3 credit hours\)](#) or
- [MATH 112 - Beginning And Intermediate Algebra \(Part II\) \(4 credit hours\)](#) or higher

- [ENG 111 - English Composition I \(3 credit hours\)](#)
- [OAS 101 - Customer Service \(1 credit hour\)](#)
- [OAS 116 - Medical Terminology \(3 credit hours\)](#) *
- [OAS 141 - Filing And Records Management \(2 credit hours\)](#)
- [OAS 190 - Employability Skills \(1 credit hour\)](#)
- [OAS 220 - Beginning Medical Coding \(2 credit hours\)](#)
- [OAS 221 - Beginning Medical Billing \(2 credit hours\)](#)

Note:

* Must be completed before [AH 107](#); students may apply to the MA program while they are taking [AH 130](#) or [BIO 133](#) and [OAS 116](#), but must maintain or exceed the GPA used for calculating admission to remain eligible for admission to the program.

** Must complete [AH 107](#), [AH 108](#), [AH 180](#), [OAS 190](#), and [OAS 220](#) and [OAS 221](#) prior to enrolling in this class.

Additional Requirements: Choose 1 Credit Hour

- [CAP 100 - Computers For The Very Beginner \(1 credit hour\)](#)
- [CAP 103 - Macintosh Computers For The Beginner \(1 credit hour\)](#)
- [OAS 103 - 10-Key Calculator And Keyboard Applications \(1 credit hours\)](#)
- [SOC 115 - Anishinaabek Culture \(1 credit hour\)](#) (required for WOCTEP students)